



REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

Date: 11/20/2012	Interviewer: Laura Eckert	RFA #12 – 29
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Student		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Employment related issue, referred to EOO by Counseling Center		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Respondent (if app.): Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Complaint Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input checked="" type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
11/20/2012		[REDACTED] stopped by the EOO and spoke with Lynae, requesting an appointment following Thanksgiving break.
11/27/12	Intake with LE	See notes below
11/27/12	t/c to Christina VanWingerden	Left message, want to schedule time for [REDACTED] to meet with Ted ASAP, suggested she talk to Michael x2484 b/c Ted has asked that all students start with Michael.
11/27/12	t/c to Michael Sledge	Relayed above, he will call [REDACTED], may also talk with student employment

Resolution of Complaint Process:

<input type="checkbox"/> Resolved to Complainants Satisfaction [R]	<input type="checkbox"/> Unresolved [U]
<input type="checkbox"/> Transitioned to Formal Complaint [F]	x Referred to another University Office [REF]

***Provide a summary of the discussion, including recommendations provided.
Subsequent discussions, requests for assistance and/or follow-ups on this issue***

should be included chronologically below.

██████ was program assistant, started in October 2010, student employment job. ██████ is senior now, started as sophomore.

For program, do a lot of ██████, things tend to get pushed on to me, they don't ask me to do all work, I see things not getting done and I volunteer. Seems to be a passive way of work getting done.

I was in ██████ this September, when I came back, the program was really busy, putting on programs and events. Instead of new manager sitting me down and telling me what to do, the other program manager texted me to see if I could ██████ done in 3 days.

We set our own time so we do our work.

This year is new manager. Last year, manager would have to do list, not an hour base.

Flexed from 10 to 20 hrs/week.

Reason all this started was because I got fired.

There was not a catch up session after I got back from ██████ I tried to say what do you want me to get done. She said a few things. I did those things and while I was at it, I saw other things that needed to get done. Apparently she did not want me to do the other things. Same type of thing happened again.

She said I was not listening and just wanted to do my own thing.

I feel that she did not reach out to me. There was no sit down. There was no communication. There was a lack of transparency about her way of working and mine. There are 2 other girls who work and manager would say text me if you need anything.

I feel she knows the other 2 girls better. My hours do not match her schedule as much as other assistants do. So all these factors make it seem like; maybe put me on leave for a few weeks to like think about it. I asked about it. They said there were emails, but more about miscommunication rather than like my performance.

Outcome: would make me feel better to know if basis for why I was fired was legitimate. Depending on that conclusion, I would think about working there again. I graduate in June, I already have job offers for after graduation.

I would not be seeking a recommendation from this manager.

I worked for my ██████████ is my ██████████

I don't think conscious decision, because of her protected category. I think it was because she was able to interact better with others.

Communication is based on how we are raised. I work on explicit instructions. I don't think that worked well for her. I just felt like mistakes, line drawn to fire someone, kind of unclear. There was no coaching- what help do you need from me, no management role.

She said, can you come to my office? She said, start looking for another job. Initially, I took that as I had a little time. Then, there was a meeting that afternoon and she said she was surprised I showed up. "At this point, you are fired. [REDACTED]." [REDACTED] was there. This was about a month ago.

I have not interacted with her since. I am avoiding that. I get really upset when I think about it. She does not teach.

I will have to take another class from the [REDACTED] and I feel uncomfortable being around him.

I felt with all the time we spent together there would be more coaching.

I started with program as freshman, I made [REDACTED], at least I could deserve, let's sit down and work down on your skills. I realize I am an at will employee, but feel really unsettled.

[REDACTED] backed up new manager with things that she said; I feel [REDACTED] may have judgment, feel badly about me going into class, there is that reminder there that after all that I have done, that is reason he fired me.

Week that I got fired; that mon I got scholarship for [REDACTED], getting up at 6 am back home at 10 pm, they said there were not enough [REDACTED], I came home [REDACTED] I felt that was not appreciated. All I hear is that it was not effective. They do not ask, why did you not do well on this? If I did something wrong, they will say that did not go as well as we thought.

New mgr said, "I'm not going to let you ruin my reputation after being here for 30 years."

I don't know how to reach out to them in a way that is productive. In business, we learn worst scenario - [REDACTED] is person we go through for evaluating class for graduation. I'm thinking grad school, I will have to get recommendation from [REDACTED]. Don't want them to say, she doesn't follow directions. The [REDACTED] is my [REDACTED].

LE- talk to Ted Pratt, ok for me to talk to him about this.

[REDACTED]

[REDACTED] is available tues thurs 10-12 and after 2 on wed (but not this week).